

Application to Administer and Enforce
Michigan Department of Licensing and Regulatory Affairs
Bureau of Construction Codes / Office of Administrative Services
P.O. Box 30254, Lansing, MI 48909
517-335-2972
[E-Mail: LARA-BCC-Licensing@michigan.gov](mailto:LARA-BCC-Licensing@michigan.gov)
www.michigan.gov/bcc

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| Authority: 1972 PA 230 Penalty: Failure to provide the information may result in denial of your request. | LARA is an equal opportunity employer/program. Auxiliary aids, services and other reasonable accommodations are available upon request to individuals with disabilities. |
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|--------------------------------------|--------------------------------|-----------------------------------|----------|
| NAME OF GOVERNMENTAL SUBDIVISION | | CONTACT PERSON (Elected Official) | |
| ADDRESS (Street Number and Name) | | | |
| CITY | COUNTY | STATE MI | ZIP CODE |
| TELEPHONE NUMBER (Include Area Code) | FAX NUMBER (Include Area Code) | E-MAIL ADDRESS | |

Administration and enforcement of 1972 PA 230 (the Act) and the state construction code, is to be pursuant to Section 8b(6) of the Act. If only requesting authority to enforce a part of the state code as defined in Section 2(a)(1)(l) of the Act and as provided for in Section 4(2) of the Act, **please list the part or parts for which you are requesting authority.**

By checking the boxes below you are certifying **the required documents are attached.**

- ☐ copy of the certified adopted ordinance
- ☐ copy of the proposed program budget
- ☐ drafts of proposed public facing documents
permits, correction/violation notices, certificates of occupancy, stop work orders, etc.
- ☐ drafts of proposed fees
permits, plan reviews, inspections, etc.
- ☐ A representative of the governmental subdivision will be available to address the Construction Code Commission on issues such as:
 - Reason for application
 - Communication process with enforcing agencies
 - Registration of governmental subdivision and enforcing agency personnel
 - Board of Appeal members per MCL 125.1514
 - Administrative personnel and services provided
 - FOIA, Retention Schedule, Location of official records/documents, etc.
 - Processes for establishing fees and variance of code process
 - Agency personnel are provided as necessary.
 - Plan review services are provided and timely field inspection services will be provided.
 - The governmental subdivision and the enforcing agency are qualified by experience or training to administer and enforce the act and the code and all related acts and rules.

Certification

I certify the information given in this application to administer and enforce is true and accurate to the best of my knowledge

Name of Elected Official (Type or Print) _____ Title _____

Signature of Elected Official _____ Date _____